

INTERAGENCY AGREEMENT 2015-69-xxxx.xxxx

between the LIBRARY OF CONGRESS and the

MEMBER: [Member Agency Name]

ANNUAL ORDER

1. PURPOSE

This Annual Order states the Member's service requirements, obligates funding, and provides accounting information in accordance with the IAA cited above. The General Terms and Conditions of the IAA apply to this Annual Order.

2. ACTION

_____ New Annual Order or Delivery/Task Order _____ Modification of Delivery/Task Order
_____ Cancellation of Annual Order _____ Termination of Delivery/Task Order

3. PERIOD

This Annual Order covers contract actions issued between October 1, 2015 and September 30, 2016 and FEDLINK service on those actions. Subject to the availability of funds, for continuing services, contracts and orders will include options to provide continuity of service between Annual Orders.

4. SERVICE SCHEDULE

The Member requests that FEDLINK provide the following services and allocates the funds obligated to this Annual Order as shown below:

Service ID and Description	Direct Pay Service Dollars	Transfer Pay Service Dollars	FEDLINK Admin Fee	Total Obligated To FEDLINK
Transfer Pay Services:				
BA Reynolds		5,000.00	337.50	5,337.50
Robert Company		10,000.00	675.00	10,675.00
The Book Wholesalers		10,000.00	675.00	10,675.00
Language Arts		3,000.00	202.50	3,202.50
MD Services		3,000.00	202.50	3,202.50
ELG III		6,500.00	438.75	6,938.75
Subscription Service Account		13,000.00	877.50	13,877.50
Media, Inc.		7,500.00	506.25	8,006.25
Direct Pay Services:				
TOTAL TO TRANSFER IN ADVANCE:		58,000.00	3,915.00	61,915.00

_____ Subject to availability of funds, in the next fiscal year the Member intends to renew continuing services listed above, including subscriptions to online databases and other publications.

5. PAYMENT

The Member agrees to pay a total of _____ in advance to the Library of Congress as detailed in the Service Schedule. The Member will transfer funds to the Library in accordance with the payment method selected below.

FUND CITATION FOR THE FULL AMOUNT SHOWN ABOVE:

CITATION: _____

FUNDING PERIOD OF AVAILABILITY:

_____ One Year Funds
_____ No Year Funds
_____ Multi-Year Funds
_____ Final year of availability: _____
_____ Non-appropriated Funds

FUNDING DOCUMENT:

_____ The Member requests that the Library accept attached local funding document number: _____

The Member acknowledges that the terms of this Annual Order and the governing IAA supersede the terms of the local funding document.

FUNDING INFORMATION:

	Servicing Agency Library of Congress	Requesting Agency Member
Business Partner Network (BPN) #:	788790434	
Accounting Treatment:		
Fees-SGL 520000:		
Service Dollars-SGL 231000:		
IPAC Agency Location Code:	03000001	
Treasury Account Symbol (TAS):	003 X4543000	
Business Event Type Code (BETC):	COLL	
Obligating/Purchase Order #:	Required	
Contract #:	(Optional)	
Accounting Classification Code:	850001-850002	
FSN/AAA/ADSN (e.g. DOD Fiscal Station Number):	Optional/DOD Required	
Other Special iPAC Required Field (e.g. Requisition Number)		

PAYMENT METHOD:

Include the Annual Order number on all payments.

_____ IPAC: _____ Library of Congress/FEDLINK will initiate. _____ Member will initiate.
_____ Government Purchase Card: Provide billing address and go to www.pay.gov .
_____ Other – Check/ACH/Fedwire:

Payee: Library of Congress FEDLINK
ACH Agency Location Code: 00006192
Bank ABA Routing Number: 051036706
Bank Account: 303018

Member Invoice Address:

6. APPROVAL

This Annual Order becomes effective when signed by both parties. This Annual Order will be signed for the Member by an agency official who is authorized to obligate agency funds.

By signing this Annual Order, the Member certifies that: funds are accurately cited; funds obligated with this order are available for the requested purposes; requested services are a bona fide need of the funds cited.

This Annual Order may be executed in counterparts, meaning each party may sign a separate document which together will constitute a complete Annual Order. Facsimile signatures will be accepted.

	LIBRARY OF CONGRESS	MEMBER
AUTHORIZED AGENCY OFFICIAL		
Name	Blane Dessy	
Title	Acting, Executive Director, FEDLINK	
Phone (commercial only)	(202) 707-4900	
Fax (commercial only)	(202) 707-4999	
Email	ffo@loc.gov	
Address	FEDLINK Library of Congress 101 Independence Ave., S.E. Washington, D.C. 20540	
Signature		
Date		
PROGRAM OFFICIALS		
Name	Lenneil Galloway	
Title	FEDLINK Business Manager	
Phone (commercial only)	(202) 707-4900	
Fax (commercial only)	(202) 707-4999	
Email	fno@loc.gov	
Address	FEDLINK Library of Congress 101 Independence Ave., S.E. Washington, D.C. 20540	
POINTS OF CONTACT FOR FINANCIAL INQUIRIES (IPAC BILLING, ETC.)		
Name	??	
Title	??	
Office	LC Office of the Chief Financial Officer, Accounting Operations	
Phone (commercial only)	(202) 707-	
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